CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY

March 29, 2016

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

<u>Confidential Secretary</u>
<u>Law Department</u>

The **<u>Law Department</u>** has one (1) vacancy for the position of **<u>Confidential Secretary</u>** at a rate of **<u>$35,000 - $38,533/year @ 37.5 hours/week</u>**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit a resume AND application to the Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via email to HR@Albanyny.gov to be received in the office no later than 5:00 p.m. **<u>Tuesday, April 26, 2016.</u>**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014
Section 62-1 of Chapter 62 of the Code of the City of Albany.
D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

<u>PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL</u>
<u>TUESDAY, APRIL 26, 2016.</u>

<u>An Equal Opportunity /Affirmative Action Employer</u>

CONFIDENTIAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent works closely with the department head on confidential matters. This position requires independent judgment, integrity and discretion in carrying out secretarial, administrative and clerical responsibilities and in dealing with employees and the public. The work generally involves all aspects of preparation of moderately difficult correspondence, documents and forms and requires a general understanding of office policies and procedures. The work is performed under the direct supervision of the department head. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as secretary to a department head which calls for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- Performs all secretarial, administrative and clerical duties as assigned by the department head;
- Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
- Prepares reports, documents and forms using computer software systems, such as Microsoft Office, etc.;
- May read incoming mail and answer general correspondence;
- May provide general information to the public by phone or in person;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, personal computers and office equipment;
- Good knowledge of Business English;
- Ability to understand and carry out complex oral and written directions;
- Ability to act independently;
- Ability to be discrete, confidential and professional;
- Ability to prepare written correspondence, forms and documents;
- Ability to establish and maintain effective working relationships with employees, other governmental officials and the general public;
- Clerical aptitude;
- Initiative;
- Good judgment;
- Resourcefulness;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
None are required.